

Weekly Report to the City Council for the Week of

July 4th- July 8th, 2016

Administrator

City Administrator's Office

City Administrator (CA) Stewart met with Ms. Penny Kurtz of the DeSoto County Health Department to discuss the department's need for the city to complete the deed transfers on real estate parcels located next to the department's current facility at Lake Katherine. Back in 2013, a previous council had voted to donate city owned parcels at the site to be used by the department in possible expansion of their facilities. Unfortunately, the deeds were never transferred to the county. At the meeting of 7-19, this matter was brought to the council and council reaffirmed its commitment to transfer the properties and instructed the city attorney to make it happen.

Redlands Christian Migrant Association (RCMA) representatives Barbara Mainstec and Mike Facundo met with CA Stewart to review the zoning and land use of a property they wish to use as an administrative office located within an area zoned as Residential. Based upon the land use and zoning and after a discussion with city planner Jeff Schmucker of the CFRPC, it was determined that the property cannot be used as the RCMA desires.

The CA had a working lunch with city businessman Durward Smith where Mr. Smith asked some questions about city operations and expressed some concerns.

Finance Director Carsten, Utility Director Berndt and the CA met with representatives of Fathom, providers of utility software solutions to learn more about the efficiencies and increase in effectiveness claimed for this product.

Ms. Betty Simpson, a resident of the City's Mobile Home Park visited with the CA to present a request that her son be allowed to reside in the park to serve as her caregiver. She presented a letter from her physician stating that she is under his care and requires a caregiver to live with her. The minimum age for a resident at the park is 55, but her son is 52. Based upon the doctor's letter, her son was granted permission to reside in the MHP.

The CA serves on the Florida City County Management Association membership committee. He participated in a telephone conference meeting to vote upon admittance of new members.

Planning and Zoning

Weekly Report for the Week Ending July 8, 2016

7/5/16 Received phone call from Paul in regard to the applications for Nick's Beauty Supply and the delay. Sent an email to Jeff Schmucker to question what was going on with the application. Jeff is out of office to return on 7/6/16. 7/7/16 Nick's Beauty Supply was approved by Jeff Schmucker and Fred Lewis. It is now with City Clerk for Historical Approval.

7/5/16 Received request from James Christopherson for copies of permits for Wendy's. Advised James that Wendy's is in the country and that will need to contact them, gave the county phone number to him.

7/5/16 Created new files for the LBTR for 2016-2017 in preparation for September 30th expirations. Removed files LBTR 2014-2014 and 2014-2016 to be taken to the Court House for storage.

7/6/16 Received Planning and Zoning Meeting Package from Jeff Schmucker. Sent by email to Board Members except for Melva Sawyer, she was called to pick up. Copies of P&Z package were made for Penny Delaney.

7/7/16 Received request from Pat Lindsay, Arcadia Main Street, for list of new businesses 3/1/16 until June 30th. List was compiled and sent via email.

7/7/16 Local Business Tax application received from Brad Hatch for Downtown Athletic Club. Mr. Hatch will return this afternoon to pay for application and pick up Certificate. 7/7/16 Fred Lewis approved application and Brad Hatch returned and paid. Certificate was issued.

7/7/16 Bruce Carver was called to requesting drawings that can be added to his application for Certificate of Appropriateness. These drawings were received and will be attached to new packets.

7/7/16 LBTR request for New Harmony at 35 S Monroe Avenue was approved by Jeff Schmucker and Fred Lewis. Josh Zimmer was called to pick up Certificate.

7/7/16 Zoning Certificate for 20 Rio Vista Road, Mr. & Mrs. Patel, for a pool cage were approved by Jeff Schmucker and Fred Lewis. Hammersmith Construction was called and advised that the certificate is ready for pick up. 16-24-ZC

7/7/16 Gannett Fleming, Aaron Getchell was called to pick up approved ROW Certificate Application. Was approved by Fred Lewis 7/7/16. 16-29-RC 7/8/16 Aaron Getchell called to have Certificate mailed to him, was mailed 7/8/16.

7/7/16 Signage Certificate for Samuel Mullimax requested for Chemical containers was approved by Jeff Schmucker and Fred Lewis. Address is 440 N. Brevard Ave. Samuel Mullimax was called to pick up the certificate.

7/7/16 Received a LBTR from Arcadia Pawn Shop, Paul Sussi, at 920 E. Oak Street for a renewal. Was forwarded to Fred Lewis and returned 7/8/16 with an Installation of Backflow Assembly letter. Both mailed as requested.

7/8/16 Received payment of \$100.00 from Duncan Donut for 2015/2016 and 2016/2016 LBTR – both were processed and mailed to applicant. License numbers were 2016-538 and 2017-005.

7/8/16 Received LBTR renewal from South Country Sheds at 203 S. Manatee Avenue. Application was sent to Fred Lewis for approval.

7/8/16 Received Signage Certificate Application for 16-12-SP from Country Corner Autos LLC at 1101 West Oak Street. Applicant mentioned that the sign was already changed about a month ago. This was noted on the request that was forwarded to Jeff Schmucker. Country Corner Autos LLC also turned in a LBTR request as same address, manager is Larry Boles. This LBTR application was also forwarded to Jeff Schmucker.

7/8/16 Received LBTR application from Dale Thomas of Desoto Outdoor & Marine LLC. Located at 142 S. Monroe Street. This was forwarded to Fred Lewis and returned approved with a letter for installation of Backflow Assembly. Called applicant and he will pick up on Monday.

7/8/16 Received approval from Fred Lewis for Zoning Certificate Application 16-26-ZC from Superior Sheds for Abe Zaben. (Jeff had approved on 7/7/16) Customer was called to pick up approved Certificate.

Answered planning and zoning questions from the public.

To: Mr. Stewart, City Administrator
From: Shelley Peacock
Date: 7/8/16

WEEKLY REPORT FOR THE AIRPORT

Fuel Farm- Fuel Master sent \$166.00 part for the LED (large electronic display) unit. Windemueller Electricians installed the part. Now working as it should.

Fuel Pump- We had experienced some intermittent problems with our older dispenser. Windemueller came out to look at problem, placed a gauge on the pump to help us determine if it's the nozzle or pump. It continues to drop pressure down to 5 psi while pumping. Problems seem to be more frequent since the pulsar was hit by lightning.

Runway lighting: Lightning damage loss

Everything working as it should. Waiting on final parts and new wiring to be installed.

Waiting on invoice from BAJA Electric to include for loss for insurance. I've been waiting on a response from BAJA electric to find out how much longer, week later the emails were returned to me. I will put a call through to Dave at BAJA electric this week.

FPL Light Pole at the fuel farm. Everything fixed and working as it should.

FDOT: Updated JACIP Project list. Added Tractor and Batwing into project funding.

Arcadia.com website- Gathering information.

Working on quotes for metal buildings.

On-going mowing at the airport. Tractor is down, Clayton is using small mower getting what he can.

Checked airport turf runway for drainage after the rain. Making sure ground is not saturated and safe to land and takeoff.

Collecting July rent.

Turned in Deposits to finance.

Turned in invoices to finance.

Met with Beverly, AC seems to be working fine and not leaking water. Beverly and I walked around, she showed me their new plane, and she also mentioned that she needs the rubber seal around her maintenance hangar replaced. Later we talked about possibly the city purchasing fuel instead of her. I suggested if the city can take over buying the fuel at larger quantities it will benefit everyone.

Eagle Vistas sometimes uses most of the fuel. She would be able to get it for a lower cost if the city can purchase 8,000 gallons at a time. Right now, she purchases 2,000 gallons at a time.

IF this was agreeable, the city would make the 8,000 gallon purchase, Eagle Vistas will reimburse the city for the purchase and the cost for fuel will be lower. This will allow Beverly to adjust the fuel cost to Pilot's and still receive the percentage of profit that she is receiving now. I also mentioned that I checked the 100 LL fuel prices and our prices are not close to comparison to other small GA airports close by.

Beverly said she needed some time to think about it, she will need to check how this can work with her bookkeeping and get back with me.

City Council approved amendment to Eagle Vistas LLC Operating Agreement, authorizing Consolidated Ag Pilot Services, LLC. This was approved July 5, 2016. Followed by city council approval Mr. Stewart typed a letter of approval authorizing Randy and Beverly Berry's request.

Code Enforcement

Code Enforcement (CE) Spoke to Mr. Chris Meiler, the owner of Eastside Automotive & Transmission. Mr. Meiler was asked about whether he was going to stay at his present address or move to another property. Mr. Meiler stated to me that he will be staying and that he also plans on opening a minor automotive shop at 644 N. Brevard Ave. I informed him that he would need to complete all appropriate paper work and also remove all inoperative vehicles from the 644 N. Brevard Ave. within 2 weeks of the rezoning of 1001 E. Oak St.

Code Enforcement (CE) presented a presentation to City Council on suggestion to update the current special event permit ordinance. City Council approved for the City Attorney and Staff to move forward to start formulating an ordinance.

Code Enforcement (CE) has started the initiative to clean another high traffic throwaway. CE has gone door to door on West Pine St. giving code violation warning for residence to correct violation in a reasonable time. CE has request Public Works to clean several properties throughout the City of Arcadia that we have liens on.

Code enforcement also spoke to Mr. Sandy Leathers of Seminole Rail Road about the property located along West Pine St. being in violation of high grass/weed. An official warning citation was emailed to him. He also stated to me that he doesn't know when the properties would be corrected because his company has thousands of properties throughout the state. I explained to him that a reasonable amount time would be given but they are not given any special treatment. Mr. Leathers went on to say that they would get to the properties when they can.

CE spoke to Mrs. Theodora Richmond, who lives at 1102 N. Arcadia Ave. She has requested that the sidewalk in front of her property be repaired. Mrs. Richmond information has been given over to Public Works Director Steve Underwood.

CE inspected and issued two taxi permits for Hernandez Taxi.

CE cited 4 vehicles for curb stoning at 1330 E. Oak St. CE will begin to patrol this area more to stop the curb stoning that seems to be picking up.

Code Enforcement Violation Counts
For Date Period From 07/03/2016 Through 07/09/2016

Violation	Count
Abandoned or Inoperable Vehicle	4
Grass or Weeds	1
Weeds and Vegetation	1
Premises to be Kept Clean (a)	1
Total	7

Finance Department

To: Terry Stewart

From: Beth Carsten

Date: Monday, June 11, 2016

Subject: Weekly report for Finance for week of July 4 - 8, 2016

Highlights for the Week:

Revenue Receipts:

Water & Sewer – \$97,092

Meter Deposits - \$1,800

Airport Rent - \$75

Golf - \$423

Mobile Home Rent & Laundry – \$8,706

Building Permits - \$190

City Fines – \$4,451

Cemetery - \$0
Misc - \$0
Impound - \$0
Business Licenses - \$195
State of Florida - \$2,096

Payroll:

Processed payroll for 84 employees in the amount of \$137,930

Accounts Payable:

- Entered 47 invoices and wrote checks totaling 22,138.81 from operating.
- Entered 47 invoices and processed 28 checks totaling \$10,959.31 from Airport.
- Issued 32 purchase orders.

Updates on projects and tasks:

- Completed physical inventory at Police Department
- Received Certified Taxable Value from Property Appraiser
- Scheduled 1st Selection Committee meeting for Airport RFQ-01-2016 for July 20th.

City Clerk

MEMORANDUM

To: Terry Stewart, City Administrator
From: Penny Delaney, City Clerk
Date: July 8, 2016
Re: Weekly Report

During the week of July 2 - 8, 2016, I performed the following:

- updated website regarding upcoming meetings and documents posted
- sent e-mails to Arcadia Airport Advisory Committee (AAAC) members confirming the date of upcoming meeting; prepared memorandum to City Administrator regarding vacancies on Arcadia Airport Advisory Committee (AAAC); sent e-mails to Glenn Walker and Ernie Hewitt whose terms have expired to inquire as to whether they wish to remain on the committee and attached blank applications for them to fill out and return to City Hall if they do wish to remain on the committee so that applications could go before City Council; met with Glenn Walker regarding his submittal of his application to remain on the committee; called Ernie Hewitt and left a voice message as a follow-up to my previously sent e-mails to which I had not received a response and confirmed the

date of the upcoming meeting and informed him of the expiration of his term (re-emphasized need to fill out application to be submitted to City Council if he wishes to remain on the board); prepared agenda for AAAC meeting scheduled for July 14, 2016 and e-mailed same to committee members

- communicated with the Peace River Shopper and The Arcadian regarding advertisement of the vacancy on the Airport Advisory Committee
- continued compiling the July 19, 2016 City Council packet; met with City Administrator to review agenda for said City Council meeting; forwarded the referenced agenda to Mayor Coker for her approval
- continued records search regarding pre-annexation agreements which involved going through boxes at the old City hall
- continued compiling agenda for upcoming Historical Preservation Commission meeting on July 13, 2016; providing packet information to administrative clerk for purposes of copying and distribution to commission members
- performed records search regarding City owned property surrounding Health Department and whether records reflect Council decision to convey such property to the County
- received fully executed Drinking Water State Revolving Fund Amendment 7 to Loan Agreement DW140100 from the Florida Department of Environmental Protection; scanned same to file directory and filed hard copy
- met with City Attorney regarding interrogatories for Cathy Miller case; communicated with Attorney Salzman's legal assistant regarding contact information for other individuals to be deposed regarding said lawsuit
- attended City Council meeting on June 5, 2016; met with City Attorney and Mayor to sign necessary documents approved at said meeting; transcribed minutes of said meeting
- communicated with Jeff Schmucker regarding issuing Ordinance numbers for items to be placed on next agenda; received packet items from Jeff Schmucker regarding upcoming City Council meeting

- discussed upcoming agenda for the Property Maintenance Standards Review Committee (PMSRC) with Code Enforcement Officer McQuay; received agenda from him; compiled and distributed packets for July 11, 2016 meeting.

Human Resources

Human Resource Director, Linda Lowe, is out of the office for the next two weeks.

Water Treatment Plant

Weekly Summary Week Ending 7-9-16: A.J. Berndt

(AJ Berndt, John Ristau, Kevin Broder)

- July 02, 2016 (Saturday) – Regen cation #1. Clean WTP.
- July 03, 2016 (Sunday) – Regen anion #3.
- July 04, 2016 (Monday) – Refill ammonia day tank. Change filters in chem scan room. Hose down salt tank and area. Regen #1 anion. Clean, sweep, vacuum, water plant.
- July 05, 2016 (Tuesday) – Clean chem scan chlorine analyzer. Regen #2 cation. public works cutting grass. Clean, sweep, vacuum, water plant.
- July 06, 2016 (Wednesday) – Refill ammonia day tank. Regen #1 anion. Replace lines in CL2 analyzer, and clean analyzer. Caustic clean #2 anion.
- July 07, 2016 (Thursday) – Continue caustic cleaning. Mop chem scan room. Regen #2 anion. Hose down salt area. Do 2nd regen @2 anion. Clean, sweep, mop, vacuum, water plant. Clean bathroom.
- July 08, 2016 (Friday) – Regen cation #1. Flush hydrants at 222 N Monroe and 133 N Polk. Regen anion #1. Clean glassware in lab with CLR. Regen #1 anion. Hosed down salt area. Made up new chemical for toc chem scan. Blew off pavement. Blew out ammonia and chlorine rooms. Clean, sweep, vacuum, water plant.

Summary for the Week Ending July 8, 2016: Utility Department– A.J. Berndt

Waste Water Plant

(Dave Jones, Donald Saftenberg, Jim McKernan, Gordon Cogswell)

- July 2, 2015 – (Saturday) – Normal plant operation -- Tripped East digester float to allow sludge to settle . Batched LC – 214 polymer in mixing tank , transferred to day holding tank . Reset bar screen conveyor on top of pre treat . Blew off moisture accumulated in air supply line , feeding sand filter lift tubes .
- July 3, 2015 (Sunday) --- Normal plant operations -- Started decant of East digester , pulled all clear water from top of settled sludge , raised decant tube – aerators on . Batched LC – 214 polymer in mixing tank , transferred to day holding tank . Blew off accumulated moisture in air supply lines feed sand filter lift tubes.
- July 4, 2015 (Monday) --- Washed down bar screen on top of pre treat .

- Alternated plant equipment – CL2 pump “A”, Compressor # 1 , and Hydro pump # 1 in service . Changed out desiccant pouch in turbidity meter to control damaging moisture in electronics box . Completed monthly calibrations of P/H meter , per permit , noted in lab calibration log . Received delivery of LC – 300 chemical , used for solids settling , total delivery 4,200 gallons of product . Weekly run of equipment -- grit pumps , blower , classifier , and muffin’ monster at pre treat .
- July 5, 2015 (Tuesday) --- Batched LC – 214 polymer in mixing tank and transferred to day holding tank. Reset conveyor on top of pre treat . Blew off moisture accumulated in sand filter air supply lines . Plant generator running noted in Fuel Oil and Generator Inspection Log . Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill , sent samples with lab driver .

July 6, 2015 (Wednesday) --- Set weekly composite samplers (plant INF. and plant EFF.) per D.E.P. permit . Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill , sent fill samples with lab driver . Rental company here to pick up ladder used by POLSTON to enter West digester . Florida Rural Water (side department of D.E.P.) rep. here checking on sand removal job by POLSTON , checked sand levels in plant INF. station , clarifier feed station , both splitter boxes and West digester .

- July 7, 2015 (Thursday) --- Batched LC – 214 polymer in mixing unit and transferred to day storage tank . Pulled weekly samples (Plant INF. and Plant EFF.) Per D.E.P. permit , Sent weekly samples with Short Lab driver . Tripped East digester float for sludge settling . Run Sludge press , pulling from East digester , sent 0 tons (0 lbs.) to county landfill used for cover on top of trash pile . Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill , sent samples with lab driver . Gathered cam – lock fittings for vac truck to deposit caustic EFF. in plants leecha tank used at W.T.P. to clean vessels for water treatment . Emptied pre treat dumpster of trash and grit , replaced screen in bottom to allow drainage of caught debris .
- July 8, 2016 (Friday) ----- Filled Plant truck #21 with fuel for upcoming weeks use, fill ticket to garage . Started decant of East digester , pulling clear water from top of settled sludge . Batched LC – 214 polymer in mixing tank and transferred to day holding tank . Received CL2 bleach delivery , transferred to holding tank , received 550 Gals. Blew off excess moisture in air supply lines to sand filter lift tubes . Reset conveyor on top of pre treat . Opened reuse gates for systems department to repair leaking water feed line to facility building .

Public Works

Public Works Recap for Week 7/2/2016 thru 7/8/2016

General Information

The PWD attended the Directors' meeting on Wednesday. The PWD picked up vehicle materials for the Street's patch truck from Flash Equipment in Sarasota. The PWD called for an electrical final inspection for the Friends of Arcadia pavilion. The PWD advised the CA that the Airport tractor is down again and will cost approximately \$6,000 to repair. The PWD lowered the flags to half mast at the Cemetery and City Hall on Friday afternoon.

Cemetery

Mowed and weed eaten each day.

Streets

A Streets employee filled in for a Sanitation truck driver for two days. Seventeen loads of brush were picked up from residents. A Streets employee delivered the golf cart and assisted in the decorating of them for the parade and returned the golf carts after the parade. A Streets employee cleaned up the horse manure from the parade route. Placed a lock plate on the door at the Tenth Ave. Fire Station. Pot holes were filled on Gibson Streets. Picked up the 4 wheeler from the Airport and delivered to the Garage for repairs. Disassembled the spray rig trailer and cleaned the tank. Barricaded a sink hole on Pine due to a sewer line break. Leveled, cut out and patched a whole on Orange Avenue for the Systems Department. Delivered the 4 wheeler to the Cemetery so it could be used to spray weed killer.

Sanitation

Monday's route was run on Tuesday and Tuesday's route was ran on Wednesday. Thursday and Friday's routes were run as normally scheduled.

Parks

Mowed at MLK Park, Storybook Park, Airport, Speer Center, Lake Katherine and McSwain Park. The barricades were picked up after the parade.

Garage

Replaced valve cover gasket and repaired two air leaks on the Streets claw truck. Replaced the starter on the Street Sweeper. Replaced engine to deck belt on a Streets walk behind mower. Reattached belt tensioner and reinstalled engine to deck belt on another Streets mower. Replaced high idle switch on a Sanitation truck. PM performed on a Parks truck. Balanced four tires on a Systems truck. Mounted a herbicide tank on the Airport's 4 wheeler. Mounted back rack, tool box and light bar on a Streets truck.

Inmates

TUESDAY: Mowed and cleared a lot on Court Street for Code Enforcement

WEDNESDAY: Mowed the grass and weed eaten at the Cemetery.

THURSDAY: Mowed the grass and weed eaten at the Public Works yard and weed eaten at Lake Katherine.

FRIDAY: Cleaned up down town Arcadia.

Pro Shop/Golf Course

Golf Course

To: Terry Stewart

From: Michael Kotzker

Date: Friday, July 8th, 2016

Subject: Weekly report for Golf Course for week of July 2nd-July 8th 2016

Repairing Sprinkler Heads around Greens.

Review Bills for payment.

Had to replace Century Link Modem as it went dead over the weekend.

Had to re-program all of our computers & printers.

Sprinkler heads on Hole#14 got stuck on. Had to clean out nozzles.

Meet with Jason & Jett from Laman Field Maintenance and went over entire Golf Course.

I meet with my Maintenance staff each morning and afternoon.

Conduct our Friday meetings with my staff.

Changed Cups & Pins on Friday with Lee.

Check all Satellites on Golf Course and make sure they have the correct sequence.

Total Revenue from 7/02-7/08 is \$366.48 plus \$27.53 sales tax.

Met Jett on Tuesday Morning as they completed Project #5 which is spraying the Tees & Fairways for weeds.

Met Jett on Wednesday as they applied liquid fertilizer to the Greens.

We are using the Well water specifically to water Greens only.

Project #6 which is the fertilization of golf course is scheduled for July 26th.